

April 10, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

SHERIFF BOARD LETTER REQUESTING TO RETROACTIVELY ISSUE PURCHASE ORDERS TO SIX (6) VENDORS FOR VARIOUS FIXED ASSETS AND SERVICES AND SUPPLY ORDERS (ITEM NO. 55, AGENDA OF APRIL 15, 2003)

The Sheriff's Department is requesting approval to allow the County's Purchasing Agent, Internal Services Department (ISD), to issue six (6) retroactive purchase orders to vendors for various fixed assets and services and supplies (Attachment I). The six (6) invoices total \$58,981.

These six (6) invoices were not previously identified in the Sheriff Department's November 20, 2003 letter to your Board and are in violation of County purchasing guidelines. The Department uncovered these violations as a result of the overhaul of its Contracts unit. As a result of these violations, the Department has taken measures to prevent future violations by providing remedial training to staff and, in some cases, has ordered investigations to determine if disciplinary action is warranted.

Your approval of this request would allow the Department to pay the outstanding charges identified in this letter. Although it is not our practice to recommend retroactive contracts, we are placing this item for your consideration on the April 15, 2003 Board Agenda as a policy issue.

Please call me if you have any questions, or your staff may contact Yolanda Reyes at (213) 974-0841.

DEJ:DL
RG:YR:ljp

Attachment
purchase order.bm

SHERIFF
Retroactive Purchase Orders
FY 2002-03

<u>Vendor Name</u>	<u>Date Services Rendered</u>	<u>Amount Due</u>	<u>Description of Fixed Asset/Service/Supply Rendered</u>	<u>Bureau/Location</u>
1. Aon Consulting, Inc.	April 2001	\$ 7,500	- monitors for the Sergeant's examination	As a result of Bouman Decree
2. Dooley Enterprises, Inc.	November 2002	7,600	- ammunition	Training Bureau
3. Garvey Equipment Company	November 2002	8,931	- outdoor maintenance equipment	Pitchess Detention Center, North Facility
4. Hill-Rom	December 2002	10,581	- medical equipment	Medical Services Bureau
5. Komar Aviation Group	October 2002 - February 2003	12,100	- aircraft storage fees	Aero Bureau
6. TRICOM, Inc.	January 2002 - August 2002	12,269	- quarterly fire sprinkler inspection services	Various Sheriff's Department facilities
TOTAL OWED		<u>\$ 58,981</u>		